

Fellowship Guidelines

PURPOSE

Fellowships encourage the creative development of artists by enabling them to set aside time to pursue their work and achieve specific career goals. Fellowships may be used to help artists devote more time to their work, or to provide funds for the purchase of materials and supplies.

ELIGIBILITY

Applicants must be at least eighteen years of age and a resident of the State of Rhode Island for at least twelve consecutive months prior to the date of application. Students pursuing a undergraduate or graduate degree in an arts discipline at the time of application are ineligible to apply, as are members of the Rhode Island State Council on the Arts, its staff, spouses or immediate relatives.

Fellowship grant recipients will be ineligible to apply in the same category for two deadlines following receipt of an award (example, if you apply on October 1, 2001 and receive a grant, you may not apply again until October 1, 2004). Recipients of merit award grants may apply at subsequent deadlines. Recipients of previous grants in any category may not apply unless all final reports for previous grants have been submitted.

Applicants are eligible to apply in more than one category provided they have sufficient work and submit entirely different applications and work for each application. Different excerpts from the same piece do not constitute separate work.

Supporting documents or materials used as the basis for awarding a past fellowship grant or merit award may not be used in a new application in any fellowship category.

Applicants should submit their most recent work, work created and completed within the

three years prior to the date of application. The only exception to this is in the discipline of Film & Video, where work released within the past three years will be accepted.

CATEGORIES

Fellowships will be awarded each year, with the number varying according to panels' or judges' recommendations and Council action. Fellowships categories and deadline schedules are listed on inside front cover.

The applicant makes the final decision as to the category of application. Further information about the categories and the supporting document/material requirements are listed under "How to Apply."

REVIEW PROCESS

The review process for Fellowships is outlined below:

- All applications are reviewed by staff to determine compliance with eligibility requirements. Council staff may call upon applicants or grantees to furnish proof of their eligibility for a RISCA grant.
- An in-state panel, chosen for their involvement or expertise in a particular arts discipline, reviews each applicant's supporting documents or materials, employing a "blind review" process designed to protect the anonymity of the applicant. The panel's recommendations are based solely on the quality of work as distinguished through the supporting documents/material, rather than through other (non-arts related) criteria.
- The panel selects no fewer than two and no more than five finalists in each fellowship category. Panels are strongly encouraged to select finalists in their discipline, but reserve the right to recommend no finalists if they believe that no applicant that year displays sufficient



quality to warrant receiving a fellowship grant or merit award.

- The finalists' supporting documents are sent to an out-of-state juror in the appropriate arts discipline. Out-of-state jurors are chosen for their mastery or accomplishments in a particular arts discipline. The out-of-state juror is asked to evaluate the work of the finalists chosen by the in-state panel, and recommend which artists should receive the Fellowship or merit awards. As with the in-state panel, out-of-state jurors are strongly encouraged to recommend awards, but reserve the right to decline to make a recommendation if they feel that no applicant displays sufficient quality to warrant receiving either a fellowship or a merit award.
- The out-of-state juror's recommendations are presented to the Council for approval.

REVIEW CRITERIA

Applications will be evaluated on the basis of artistic quality, as defined within the context of each individual arts discipline (and by traditionality, in the case of applicants for the Folk Arts



fellowship). Since quality in most arts disciplines is determined through the review of support materials such as slides, manuscripts and the like, applicants are encouraged to pay particular attention to preparing and submitting the best quality support material.

GRANT AMOUNTS

Fellowship recipients receive a \$5000 award. Merit award recipients receive a \$1000 award. The Council reserves the right to increase or decrease either the amount or the number of awards given per discipline or program-wide in any given year.

DEADLINE

Applications for fellowships must be received in the Council office by no later than the close of business (4:30pm) on April 1 or October 1 (see deadline schedule on inside front cover). Late or incomplete applications will not be accepted or reviewed.

HOW TO APPLY

Applicants should submit the following materials:

- Signed original and one copy of the fellowship application form and one copy of the supporting materials reference sheet, filled out as required in accordance with the type of supporting material (ex., slides, videos) submitted.
- Required support materials as specified in the Supporting Document Requirements section below.
- One copy of the applicant's resume (or biographical statement)
- Optional self-addressed stamped envelope for the return of supporting documents. Material will not be returned without a return envelope with sufficient postage.

FOR FOLK ARTS APPLICANTS ONLY:

Original and five single-sided, collated copies (total 6) of responses to the questions on the Fellowship in Folk Arts Supplemental Information Sheet, located on page 12.

SUPPORTING DOCUMENT REQUIREMENTS

- Supporting documents include (but are not limited to) audiotapes, videotapes, films, manuscripts, and slides. All supporting documents submitted must be duplications of works. No original or single editions of works will be accepted. Supporting documents will be utilized for the duration of the review process; please plan accordingly.
- The applicant must submit work that has been created within the three years prior to the date of application, with the exception of submissions in Film & Video, where work may have been

released within three years prior to the date of application. Work created prior to this time, even if the work has been substantially revised within the designated time period, is not eligible for submission.

- All work submitted for review must be complete and not a work-in-progress. The applicant must be the primary creative force behind the work.

- Although some artists work in collaboration with other artists when they create work, fellowships recognize the achievement of the individual creative artist. Art that has been created as part of a collaborative effort is an important part of the contemporary art scene, and is encouraged through other categories of Council support. Work cannot be submitted as support material unless the applicant is the principal creator of the complete work. Consequently, no other artist may submit the same piece as support material at this deadline or in any future fellowship application.

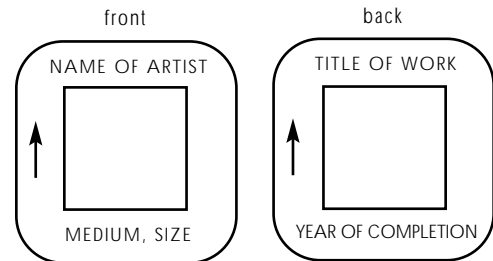
- For visual artists: review panels and jurors have expressed interest in seeing slides that represent a cohesive and related body of work, rather than a random sampling of work from the applicant. Consider that as you are selecting the work you will submit. Also, be aware that your work will be viewed one slide at a time, in the order you have designated.

- Both a minimum and a maximum number of supporting documents are indicated. If too few are included, the application will not be considered. If too many are submitted, the panel will only review the maximum number allowed in the order submitted. For each item please list on the Supporting Documents Reference Sheet the title, medium, dimensions, year of completion, and duration length (where applicable). If items submitted are excerpted from a larger work, please provide a description that places the selection within the larger context of the piece.

- Supporting Documents must be prepared according to the specifications listed below. As the review process is completely anonymous, the fellowship applicant's name must not appear on the Supporting Documents Reference Sheet.

Submitting Slides as Support Material

Submit 2" x 2" 35mm black and white or color slides, labeled as shown below. Slides should be numbered, coded with an arrow to indicate the top of each slide, and enclosed in a 9" x 12" plastic sleeve.



Submitting for Film/Video

Submit film on 1/2" VHS videotape if at all possible – contact the Arts Council offices if you cannot comply. Cue the tape for an initial ten minute (or less) screening per work. The outside of each video should be labeled with the applicant's name, title(s) of work and duration.

Submitting Audiotapes

Use standard size cassette tapes. Tapes should be cued to an initial ten minute selection (or less) per work. Each composition should be on a separate tape. Tapes should be clearly labeled with the name of the applicant, title, and date of completion.

THE FOLLOWING SUPPORTING DOCUMENTS ARE REQUIRED:

Choreography (such as modern dance, ballet, mime): Submit a minimum of two, maximum three, works on videotape, cued to sections chosen by the applicant. On the Supporting Documents Reference Sheet the applicant should include a complete listing of works that she or he has choreographed.

Crafts (including, but not exclusively, the manipulation of materials such as clay, wood, metals, fiber, glass, leather): Submit a minimum of 8, maximum of 10, slides.

Design is defined as work created using an applied, utilitarian approach, with a focus on the use by others (such as architectural, landscape, urban, fashion, interior, industrial, and graphic design): Submit a minimum of 8, maximum of 10, slides.

Drawing and Printmaking (such as pencil, ink, charcoal, conte crayon, pastels, lithography, aquatint, mezzotint, woodcut, linocut, etching, intaglio, monotype, silk-screen, and all other printmaking techniques): Submit a minimum of 8, maximum of 10, slides.

Film and Video: Submit a minimum of one work (no longer than ten minutes) or a maximum of fifteen cued minutes of work released within the past three years. Work must be submitted in VHS videotape format only. On the Supporting Documents Reference Sheet the applicant should indicate his or her role in each of the productions.

Folk Arts: The folk arts are defined as those artistic practices that have a community or family base and express that community's aesthetic heritage and tradition. The learning process is informal and is passed on from generation to generation by word of mouth, apprenticeship, and imitation. Applicants should submit sup-



porting documents in slide, audiotape or videotape format. Submissions should reflect the artist's most recent work, preferably work created within the last three years. Applicants must consult the RISCA Folk/Traditional Arts Program staff prior to the application deadline.

Poetry: Submit FIVE copies of a maximum of 15 pages. NOTE: YOUR NAME/ADDRESS SHOULD APPEAR ON A SEPARATE TITLE PAGE ONLY. Manuscripts should be presented in typewritten, manuscript form; photocopies from journals or books will not be accepted.

Fiction: Submit FIVE copies of a manuscript comprising no more than 30 pages of one complete work. NOTE: YOUR NAME/ADDRESS SHOULD APPEAR ON A SEPARATE TITLE PAGE ONLY. Manuscripts should be presented in typewritten, manuscript form; photocopies from journals or books will not be accepted.

Playwriting/Screenwriting: Submit FIVE copies

of a complete full-length play or screenplay, or a long one-act comprising a minimum of 40 pages in length. NOTE: YOUR NAME/ADDRESS SHOULD APPEAR ON A SEPARATE TITLE PAGE ONLY. Manuscripts should be presented in typewritten, manuscript form; photocopies from journals or books will not be accepted.

FOR LITERATURE APPLICANTS: RISCA encourages applications in literature, including the submission of work in languages other than English. However, if non-English literary works are submitted, the applicant must also provide an English translation of each work, along with information identifying the translator.

LITERATURE MANUSCRIPTS WILL NOT BE RETURNED; PLEASE KEEP YOUR ORIGINAL.

Music Composition: Submit a minimum of two, maximum three, works in either or both of the following format(s): 1) audio tapes, 2) scores, cued to sections chosen by the applicant. For scores, please indicate the section to be reviewed. The name of the composer should be identified only on the title page of the score.

New Genres: This category includes work that does not fall within the traditional categories of RISCA's Fellowship program. New Genres integrate more than one arts discipline, emphasizing innovation. It includes, but is not limited to: performance art, conceptual modes, audio art (other than music composition), and other experimental interdisciplinary art forms. The applicant must be the primary artistic force behind the work, not a performer or interpreter of the work of another artist. Applicants should submit documentation of a minimum of one, maximum two, works/performances in one of the following formats (per work): videotape, audio tape, slides (maximum 15). Computer generated work must be submitted in IBM format and in media available to the Arts Council in order for the work to be reviewed by panelists or jurors. Applicants must consult with Council

staff prior to applying to ensure that their work can be reviewed using available resources (software and hardware). Work that cannot be reviewed with available resources, as defined by the Arts Council, must either be converted or presented in another medium. Also include FIVE copies of any accompanying text.

Painting (such as oil, acrylic, tempera, encaustic, watercolor, and gouache): Submit a minimum of 8, maximum of 10, slides.

Photography: Submit a minimum of 8, maximum of 10, slides.

Three-Dimensional Art (such as sculpture and environmental work): Submit a minimum of 8, maximum of 10, slides.

ADDITIONAL INFORMATION

RISCA does NOT fund:

Building, capital expenditures; renovation of facilities; or the purchase of supplies not relevant to a project; expenses incurred prior to the application deadline or after the grant period; projects that have a sectarian or religious purpose. All RISCA grant award programs are contingent upon the availability of funds from the Legislature of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

Grant Payment and Reporting

The applicant certifies that the information contained in the application, including all supporting documents and attachments, is true and correct to the best of his or her knowledge. Any fraudulent statement made in the application will be grounds for denying a grant award.

RISCA is accountable for the expenditure of public funds. Therefore, wherever possible and appropriate, grantees MUST acknowledge the Council's support with the credit line "supported in part by the Rhode Island State Council on the Arts".

Limits of Liability

The Rhode Island State Council on the Arts is not responsible for damage or loss of materials submitted to its office, whether or not such damage or loss is caused by negligence of the Rhode Island State

Council on the Arts, its employees or agents. All supporting documents submitted must be duplications of works. No original or single editions of works will be accepted.

Supporting documents will be mailed back to an applicant only if a self-addressed, stamped envelope with sufficient postage is provided. Supporting documents from applications without a self-addressed stamped envelope will be held for sixty (60) days following the award decision and may be picked up during normal business hours, 8:30 am - 4:30 pm, at the Council offices. The supporting documents (or a copy thereof) from funded applications become the property of the Rhode Island State Council on the Arts; ownership and copyright of the actual work remain with the applicant.

FOLK ARTS FELLOWSHIP APPLICANTS ONLY

Supplemental Information Requirement

submit ORIGINAL plus five single-sided collated copies.

On 8 1/2" x 11" sheets of paper, please answer the following:

1. Describe what you do as a folk artist
2. How did you come to learn your art? Who taught you? Where? How?
3. For how long, where, and for whom have you practiced your art?
4. Briefly tell us what should be known about the sample work(s) you are submitting for review; materials used, processes employed, date of completion, where the designs come from, etc.

Reminder: Applicants in this category must consult the RISCA Folk/Traditional arts program director prior to the application deadline.